**SAMPLE JOB DESCRIPTION**

**Fourth Grade Math Teacher**

**Great Falls Learning Academy**

Our school is looking for an enthusiastic educator to teach fourth grade math classes at our location in Frisco, Texas.

Job Duties:

* Create lesson plans, deliver lessons, and grade assignments
* Meet performance goals for students scores on standardized tests
* Participate in training program for teachers and other school staff
* Led after school tutoring sessions
* Managed classroom to provide effective learning environment
* Managed online teaching tools including videos and digital workbooks
* Worked collaboratively with school administrators and other teachers to design rubrics for math classes

Skills Required:

* Creativity
* Communication
* Collaboration
* Classroom management
* Empathy
* Proficiency with educational software including Canvas and Microsoft Suite for Teachers

Other requirements

* Bachelor of Science in Educational Studies or related subject
* Current Texas Teaching Certificate

**KATIE BRIMMER**

1512 9th Avenue, Apt. 23, Dallas, TX 75204 | (406) 555-2052 | kbrimmer22@mailhub.com

March 29, 2021

Robin Martin

Great Falls Learning Academy

1212 1st Street

Frisco, TX 75036

Dear Robin Martin,

I am interested in applying for the Fourth Grade Math Teacher position posted on your school’s website.

Your school has been an inspiration to me since I grew up in nearby Plano. I’ve always wanted to teach at a place with the high standards and reputation for excellence that your school has. I am very familiar with your curriculum, and my experience would make me a perfect fit for your team.

I have a passion for teaching math and leveraging technology to improve the education children receive. As you can see on my resume, I’ve taught math to over 300 students, helping them exceed our school’s performance goals with a 5% increase in average standardized test scores. I’ve also led training programs for fellow teachers on software programs including Canvas, Google Classroom, and Microsoft Office Suite for Teachers. Now, I’d like to apply my passion by teaching fourth grade math and being an active, enthusiastic member of the staff at your school.

Please contact me at l.brimmer@mymail.com or 214-555-1212 to arrange a time for me to interview for this position. I am available at your convenience. Thank you for your time and consideration.

Sincerely,

Katie Brimmer

**KATIE BRIMMER**

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**EXPERIENCE**

**Beacon Hill Elementary School** Dallas, TX

*Third Grade Math Teacher* August 2018 - present

* Create lesson plans, delivered lessons, and graded assignments for 300 students over 3 years
* Exceeded performance goals with 5% increase in average standardized test scores for students taught
* Led training program for over 20 teachers to implement Canvas as school’s new learning platform
* Led after school tutoring program for students with learning disabilities and behavioral issues

*Elementary School Substitute Teacher* August 2017 - May 2018

* Delivered lessons and administered tests for over 80 class sessions covering over 500 students
* Managed classroom to provide effective learning environment with 100% satisfaction rating among teachers served
* Provided math, reading, and art tutoring for over 40 special needs students

**Eldorado Elementary School** Frisco, TX

*Fifth Grade Teacher’s Assistant* August 2015 - June 2017

* Graded math, writing, and history homework assignments for classes with over 300 students
* Managed online teaching tools including videos and digital workbooks for 4 teachers
* Worked collaboratively with school administrators and other teachers to design new rubric templates

**EDUCATION**

**Southern Methodist University, Simmons School of Education** Dallas, TX

Bachelor of Science in Educational Studies, Emphasis in Elementary Education May 2018

* Member of Childhood Education Club, Simmons Teachers Association, and SMU Debate Club
* GPA: 3.7

**LEADERSHIP & COMMUNITY SERVICE**

**Beacon Hill Elementary School Robotics Club** Dallas, TX

*Faculty Advisor* August 2019 - present

* Recruited and advised 18 students to participate in robotics club; 50% increase over previous year
* Led students to 3rd place finish in district robotics competition with over 20 schools

**SMU Debate Club** Dallas, TX

*VP of Communications* September 2016 - May 2018

* Developed social media campaign the resulted in 20% increase in attendance at club events
* Led 10 committee members to execute new marketing campaign resulting in 10% membership increase

**ADDITIONAL INFORMATION**

* **Certification**: Standard Texas Teaching Certificate EC-6 Generalist, completed 2018
* **Computer Skills**: Proficient in Canvas, Google Classroom, and Microsoft Office Suite for Teachers
* **Other Skills**: Creativity, communication, collaboration, classroom management, and empathy
* **Interests**: Running, producing YouTube videos, and listening to podcasts about elementary education